

**ARGONNE SITE OFFICE
JWS REVIEW CHECKLIST**

Date

Participant(s) _____ **JWS. NO.** _____

1. Data Base entry _____ Data Base entry _____
when received _____ when approved/disapproved _____
2. Data Base Form _____ (2 cys)
1 copy to master file
1 copy to JWS file
3. Send JWS to IPL for review _____
Are there any special circumstances which may require GL review? _____
4. Send to HQ for program approval if required _____

JWS's may require HQ approval unless funded under the SC LTR program. A letter of approval from HQ may be included with the JWS package.

Elements of the JWS:

- a. Purpose _____
- b. Scope _____

Can be brief, or can attach the SOW which will be part of the CRADA.

- c. Estimated Cost and Source of Support _____
Participant & Laboratory
- d. Funding Source _____

(1)DOE/HQ Program Office and Division & B&R Classification _____

(2)Participant Funding Source

Private _____ Other Federal _____

If Other Federal funds, check to ensure use of these funds is consistent with the other agency's rules. _____

- e. Benefits/Impacts to Parties _____
- f. Fairness of Opportunity _____
- g. Special Considerations _____

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JWS CHECKLIST
(CONT'D)

1. Have security/counterintelligence considerations been addressed by ANL? _____
(Refer to Special Considerations 4 and 6.)

If the answer is "yes" to any of the questions, the JWS must be sent to the CH OCI for review.

- h. U. S. Competitiveness
Accepting the standard article, yes or no? _____

If yes, certification required from ANL including a letter from the participant.

If no, justification required per CRADA guidance (dated 12-14-95, Article XXII), which should be approved in advance of receiving the CRADA.

5. Foreign participant, yes or no? _____

If yes, HQ approval required, and justification must be provided for selecting a foreign participant. See Interim Consideration No. 5. in Field Office Processing Guide.

6. Legal Review

IPL comments received _____

Resolution of legal comments, if any _____

7. HQ Program approval received, if required _____

8. Human or animal subjects involved? yes or no _____

If no, continue to item 10.

If human research involved by the lab or participant, approval from DOE/HQ, Office of Health and Environmental Research (OHER) is required. Has approval been received from HQ/OHER?

If animal research is involved, approval is delegated to the field, however, the JWS must contain appropriate certifications.

Are appropriate certifications contained in the JWS or in supporting information? _____

9. Is the work classified or involve special nuclear material (SNM)? yes or no _____

- a) If classified, Form 244 should be attached.
- b) If classified or involving SNM, FOCI certification must be received with the JWS.